

## PRS Goals Locking

### Overview of Goals Locking Instructions

The following instructions will assist users in operating the PRS goal setting and locking software within the national guidelines on setting goals for this year. These recommended instructions will result in county level goals that are the same as the state level goals, so that county level managers can see how their progress compares against their goals. The software can be used in other ways, but this is the recommended process.

1. States will set initial goals for State and County level performance measures. This can be done by opening the goal software and entering the state totals for all state and county level performance measures. The goals should be divided among programs as appropriate and the State Level Lock should be set in the goal locking software. If the goals total by program is not the same as the total state goals, it will not be possible to lock the goals at the state level. Users should run the goal reconciliation report by program to determine which programs totals do not match state totals.
2. Set the reporting options to "hide County" and reporting options to "report by State"
3. States should work with their counties to allocate your state goals among counties as appropriate. County allocations should equal the state goals for county performance measures. Users can run the reconciliation report by performance indicator to check to see if the county sum is equal to the state total for each performance measure.
4. Lock county goals and set reporting options to report by county.
5. Final goal locking screen settings are:
  - a. Locked at state level
  - b. Locked at county level
  - c. Report by County

# Locking and Reporting PRS Goals

## PRS County Goals can be locked at the County or State level

The goals screen allows you to see values for different fiscal years.

Click here to move to the Goals Data Entry screen.

Data from here on down is view only.

**National level lock:** The National level data locking is disabled. Table indicates last locking action at the state and county level, including lock status, person modifying, and date changed.

**State level lock:** When checked, state level data can no longer be changed. It must be checked to update state goals data in reports.

**County level lock:** When checked, the county level data can no longer be changed in the County goals data entry screen. It must be checked to update county goals screen data in the reports.

The Report By area indicates which input data will be reported to CIS or PRS. Choices are (1) to report data entered at the state level or (2) to report data entered at the county level and aggregated to a state total. Warning: Until data for all counties is input and verified, it is possible for the sum of county goals to be different than the state total goal. Users can view state data, or county data or both, based on choices.

**Stop Updates:** Neither State nor County data is updated in CIS or PRS reports. However, previous data remains until Report By buttons are activated at state or county level. Unlocking State or County level resets Report By to Stop Updates.

**Hide County:** When Report by State is selected, you may optionally hide or show the county data from the County Goals screen on reports. Remember, County Goals entries may be incomplete.

**State:** When Report By State is selected Goals Reports will show data from State goals. Clicking this button locks State goals.

**County:** When Report By County is selected Goals Reports will show data from County goals. The sum of the county goals is reported as the state goals. Clicking this button also locks County goals.

State Level		County Level		Report By						
St	Lock	Last Changed By	Last Changed On	Lock	Last Changed By	Last Changed On	Stop Updates	State	County	Hide County
AL	<input checked="" type="checkbox"/>	Oaks, Wendall R	04/04/05	<input checked="" type="checkbox"/>	Oaks, Wendall R	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
AK	<input checked="" type="checkbox"/>	Oaks, Wendall R	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
AZ	<input type="checkbox"/>	Oaks, Wendall R	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
AR	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
CA	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
CO	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
CT	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
DE	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
DC	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
FL	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
GA	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
HI	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
ID	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
IL	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
IN	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
IA	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
KS	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
KY	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
LA	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
ME	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="checkbox"/>	Wendall R Oaks	04/04/05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

# Goals Locking Error Report

United States Department of Agriculture  
Natural Resources Conservation Service  
PRR 04.8.2005  
Natural Resources Conservation Service  
Testing  
PRR Goals  
a component of the Integrated Accountability System  
Session will end in minutes if not active...

Type: County Fiscal Year: 2003 State: Nebraska Refresh

### Goal Locking Errors Nebraska 2003

location	performance indicator	goal	program total
BOX BUTTE, NE	Buffers Applied	667	0
BOX BUTTE, NE	Conservation Systems Applied to Address Flooding Concerns	1500	0
BOX BUTTE, NE	Conservation Systems Applied to Address Water Supply Concerns	1000	0
BOX BUTTE, NE	Erosion Reduction Applied on Cropland	2437	0
BOX BUTTE, NE	Nutrient Management Applied	220	0
BOX BUTTE, NE	Pest Management Applied	1980	0
BOX BUTTE, NE	Progressive Planning on Cropland	1760	0
BOX BUTTE, NE	Progressive Planning on Grazed Land	1000	0
BOX BUTTE, NE	RMS Applied on Cropland	2437	0
BOX BUTTE, NE	RMS Applied on Grazed Land	4000	0
BOX BUTTE, NE	RMS Planned on Cropland	3200	0
BOX BUTTE, NE	RMS Planned on Grazed Land	7500	0
BOX BUTTE, NE	Total Irrigation Water Management	2900	0
BOX BUTTE, NE	Trees and Shrub Establishment Applied	7	0
BOX BUTTE, NE	Wetlands Creation, Restoration, or Enhancement	10	0
BOX BUTTE, NE	Wildlife Habitat Management Applied	1100	0
BUTLER, NE	Buffers Applied	60	0
BUTLER, NE	CNMP Applied	1	0
BUTLER, NE	CNMP Developed	1	0
BUTLER, NE	Conservation Systems Applied to Address Flooding Concerns	750	0
BUTLER, NE	Conservation Systems Applied to Address Water Supply Concerns	160	0
BUTLER, NE	Erosion Reduction Applied on Cropland	1000	0
BUTLER, NE	Nutrient Management Applied	250	0
BUTLER, NE	Pest Management Applied	1000	0
BUTLER, NE	Progressive Planning on Cropland	1500	0
BUTLER, NE	Progressive Planning on Grazed Land	150	0
BUTLER, NE	RMS Applied on Cropland	3000	0
BUTLER, NE	RMS Applied on Grazed Land	200	0
BUTLER, NE	RMS Planned on Cropland	1000	0
BUTLER, NE	RMS Planned on Grazed Land	300	0
BUTLER, NE	Total Irrigation Water Management	160	0
BUTLER, NE	Trees and Shrub Establishment Applied	10	0
BUTLER, NE	Wetlands Creation, Restoration, or Enhancement	40	0

Data from here on down is view only.

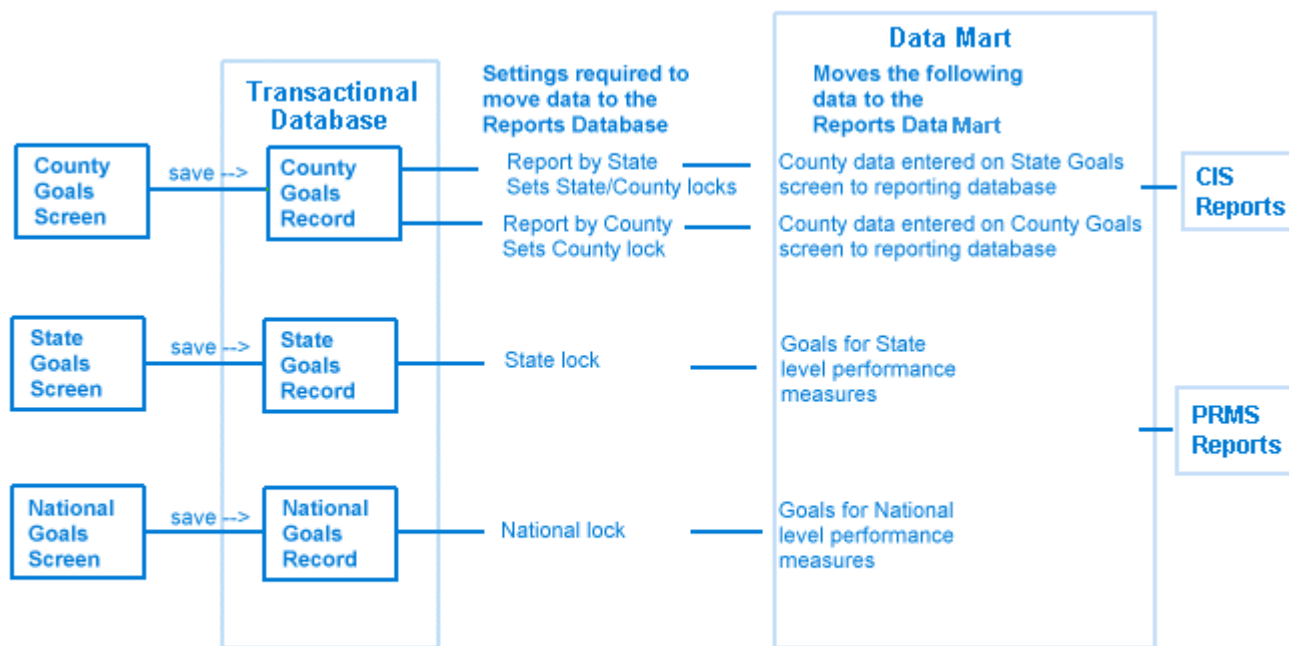
## Understanding where Goals data is stored

To understand the information that appears on reports, you need to be aware that Goals data is stored in more than one location. When you enter a goal record and save it, the data goes into a transactional database.

Data entered on the Quarterly Goals Locking screen is saved to the Transactional database, but it also impacts what is saved to another database, the Reports data mart. Warning: You must click the Save button to update changes made in the Quarterly Goals Locking and Reporting screen. **Changes are no longer saved whenever one of the checkboxes or radio buttons on the screen is changed.**

Changing the locking settings does not immediately change the data that appears on reports, however. Reports about the Goals data entered on the Quarterly Goals screens is not pulled from the screens directly, but from a Reports data mart. Information has to be transferred from the Transactional database to the Reports data mart. (This is also true of performance measure record data that appears on reports.) The selections made in the Quarterly Goals Locking screen determine what information gets transferred to the Reports database when the nightly update is run. If the goals locking settings have been turned off to allow revisions of goals, data in the reports database will remain the same and continue to be shown on reports until the goals locking settings and report by radio button are activated once again. Upon activation, the revised goals data entered will be updated to the reports database. The diagram below shows the goals data source, the settings required in the Locking screen to move the data, and what data gets moved to the Reports database for each setting.

PRR state coordinators have the ability to change settings in the Quarterly Goals Locking screen.



Data that has been loaded in the reports database stays there and gets reported until it is replaced by new data.

### Helpful Hints:

- You must first log in to PRS and select Quarterly Goals Locking from the left side menu.
- In addition to this document, a list of Performance Indicator definitions is available through the PRS Help, PRS Goals Help screen.
- Follow state and national guidelines for setting and rolling up goals.
- Data entered in the County, State and National Quarterly goals screens are separately saved. For the purposes of **completing those screens**, it is not required that the sum of the county values for a state is equal to the state totals. Nor is the sum of state values required to be equal to the national totals.
- Goals and program totals are saved to a transactional database from the Quarterly Goals screens.
- Data is copied from the transactional database to a reports data mart nightly according to settings and validations done on the Quarterly Goals locking screen.
- Updates to the reports data mart are done nightly. That is, changes you make today will not appear on reports until tomorrow.
- The radio selection buttons for Stop Updates, County, and State affect what is moved from the transactional database to the reporting database for **county** goals only. If a selection passes validation, and locking is done, the reports database is refreshed.
- If you want to refresh goals for state-level performance measure indicators, the State goals must be locked.